

Town of Townsend
Town Manager's Report
December 2nd, 2022

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month. However, it is intended to provide a briefing on activities.

Covid-19 Concerns/Actions

Regarding Covid cases in the 19734-zip code, as of, December 2nd the average percent of new positive cases is 26.0%, this is a major increase from the 8.2% as of November 2nd. Additionally, the 7-day average of new positive cases as of 11/28/22 is 1.3 compared to 1.8, as of 10/31/22.

Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 80% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose.

Vaccination information and sites can be found at: www.de.gov/getmyvaccine .

On March 1st, Governor Carney lifted the Covid-19 state of Emergency and signed a narrow Public Health Emergency order, the Public Health Emergency Order was formally extended on 11/10/22.

Office

Town Hall remains open; masks and appointments continue to be highly encouraged. Social distancing remains in effect.

Surface Water Matching Planning Grant.

TE Van-Otoo will have an update on the Televising in Townsend Station during this meeting, please see his report. As previously discussed and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Towns match for this project.

DeIDOT

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. They will be holding a public workshop for this on January 4th at 5 pm at Town Hall.

We have submitted a TAP grant application in October to address the following concerns:

1. Sidewalk improvements to existing
2. Land acquisition to extend walkability to and from the Town Park
3. Additional sidewalks/ walking paths throughout Town to increase walkability

I have received correspondence that DeIDOT was pleased with our application and is willing to work with us on these efforts. Town Council and Staff will need to have a discussion on the ability and willingness to provide a match for this grant. This will be discussed during the Town Council meeting on 12/7/22.

Human Resources

The new Town Clerk and Administrative Assistant are continuing to do a great job acclimating to their positions. As previously mentioned, I will be posting a job announcement to hire an additional part time Administrative Assistant.

Police Department

Chief Longo has begun patrolling the Town beginning 5/23/22. We are continuing to work on getting everything installed and set up for the Police Department. The PD Facebook page- Townsend Police Department- Delaware has been established and residents have begun following. Townsend PD has participated in many Town events.

Public Works

As previously discussed, is some asphalt settlement at one corner of the inlet casting near 1035 W. Founds which has come to our attention. The Town Inspector has reviewed the area and determined that the settlement is small and there is no indication of deterioration. The settlement should be addressed eventually but is not currently an area of concern. We are continuing to monitor this area and will update accordingly.

Additional stop signs and removed signs have been ordered or areas throughout Town and are on the schedule to be installed. The stop signs and East and West Founds and their intersection with Feret have been temporarily replaced and will be permanently replaced once received.

We have received the formal report with suggestions from the Deputy Fire Chief regarding areas of concern for fire trucks to get through and areas that may need to eliminate parking. It is currently being reviewed We have begun working on the yellow painting of the curbs along Wiggins Mill Frontage Rd. the following efforts will be made on Wiggins Mill Frontage Rd.:

- On the northern entrance to Wiggins Mill frontage, the outer radius has been painted, to prohibit parking along the frontage of the homes and on the inner radius from the stop sign to 30 feet west, behind the stop sign.
- On the southern entrance to Wiggins Mill frontage, we will be painting the inner radius has been painted, to prohibit parking along the opposite side of the houses and on the outer radius from the stop sign, 30 feet west, behind the stop sign.

We will continue reviewing areas of concern once the formal report is reviewed and considered.

Public Works is also continuing to paint the curbs near fire hydrants.

The Public Works department with the assistance of Middletown Public Works has put up the Town Christmas decorations throughout Main Street and the Park. This has brought a lot of holiday spirit to Town.

Website

The Town website has been updated with functionality to add an event to your calendar. Simply select the event of interest and choose to add to your calendar of choice. Additionally, a function is being added to allow those interested to subscribe to meetings and receive weekly newsletters for meetings and events.

Annexation/Development

I continue to work on the annexation properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047,

6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Additional annexation requests that have been approved by Town Council for pursuit of annexation are awaiting approvals from various utilities.

Additionally, as discussed at the last few Town Council Meetings, The Planning Commission has made recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, they will be determining the future land use type recommendations for these parcels at their December 5th meeting to finalize the map and bring it back to PLUS for the amendment.

American Rescue Plan

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems. We will continue to discuss ARPA at the coming meetings.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.25

Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000
- Total General= \$16,082.76

Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Total PW= \$53,900

Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$27,000
- New Police radios- \$23,365.84
- Mobile police vehicle recording systems- \$34,560.00
- Bonuses= \$1,500
- TOTAL PD= \$86,425.84

Overall Total Obligated= \$156,408.60

Total Remainder= \$634,297.65

******* Please remember that some funds will be utilized for the pole barn and that cost currently remains unknown.**

Town Events

During the month of November, the Town held the beautiful Veterans Day event at Town Hall. It was wonderful to honor veterans and their families at this event. We thank the Cub Scouts and our guest speakers- Mr. Miller and Mrs. Koonhow for their participation in this event. Additionally, we will have participated in the DVSA food drive. In December, we are holding a food drive for Our Daily Bread from 12/1 through 12/14 and a drive for supplies for Three Palms Zoo from 12/12- 12/21. Please review the Town website and Facebook for the needs for each of these drives. Additionally, on December 10th the Town will partner with Immanuel Church for the Christmas Caroling and Tree lighting event on 12/10. Odessa High School band will also be performing, and Immanuel United Methodist Church will be supplying refreshments. GFL will be supporting the event with trash service. The Annual Holiday Lights contest will also be held during the month of December. Judging will take place between December 15th and 16th. Details will be posted to the website and Facebook.

The Town Fall Newsletter has been posted to the website and Facebook and hard copies can be obtained from Town Hall. We hope that residents enjoy reading about the Town happenings.

Grants

As previously mentioned, we have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975** to assist with the solar panel repair at Town Hall.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study. This application will provide additional grant funding to hopefully lower the Town grant match amount. This has been approved and granted.
3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been awarded to the Town. Town Council and Staff will need to discuss obligating a match for this project and I continue to seek other grant opportunities to match this project.
4. The DelDOT TAP Grant application has been submitted to address sidewalks throughout the Town, a land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the Towns drainage system. I have received correspondence that DelDOT was pleased with our application and is willing to work with us on these efforts. Town Council and Staff will need to have a discussion on the ability and willingness to provide a match for this grant. This will be discussed during the Town Council meeting on 12/7/22.

Administrative Matters

Licenses Issued:	Contractors Licenses Issued: 6
October Permits:	13 permits issued
	1 permit closed and issued a final approval letter.
	6 permits closed and issued a Certificate of Occupancy
	17 Inspections Completed